



JOB POSTING

Job Title:	Quality Coordinator		
Reports To:	Associate Director of Quality and Compliance		
Scheduled Hours:	Full-Time (37.5 hrs. per week)	FLSA Status	Non-Exempt

Job Description

Milestone Senior Services is seeking to fill the position of Quality Coordinator. This position will have the primary purpose overseeing all aspects of quality management within the organization. The Quality Coordinator's responsibilities include management and monitoring of providers/vendors to ensure compliance with new and existing quality standards and regulations, implementing quality management actions, and contributing to the development of company policies and procedures. This position will provide quality support to projects from the planning phase to project completion, collaborating closely with management and team members across the organization.

Qualifications

- Bachelor's degree in appropriate healthcare field or business.
- At least one year of relevant work experience – preferable with the elderly, disable, long-term care services, or housing coordination.
- Personal transportation and a State of MI driver's license in good standing.

Additional Information

This position is a full-time, non-exempt position offering the following benefits: health, dental, vision, 403(b) retirement matching, paid time off, and other employee-based assistance programs.

Milestone Senior Services is a drug-free, tobacco-free workplace and participates in E-Verify. All applicants will undergo a reference check, pre-employment drug testing, and a State of Michigan background check. Milestone Senior Services is an equal opportunity employer and welcomes a diverse field of qualified candidates.

Interested candidates should apply at:

<https://seniorservices1.org/about/employment/?gnk=apply&gni=8a78839e7cf165ae017d721ed3bc2143&gns=OnePlace>